



ADMINISTRATIVE DESIGN REVIEW SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. Administrative Design Review - SMC 20.30.297 is required for departures from the commercial design. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- ☐ **Permit Application**
- ☐ **Description of Proposal and Design Intent:**
Describe how the proposal complies with the applicable development code and design standards.
- ☐ **Site Plans – two (2 full size) copies** drawn to an engineering scale (e.g. 1" = 20') showing the following:
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.
 - Location, identification and dimensions of all proposed and existing buildings and their uses.
 - Dimensions of all property lines.
 - Planned or required frontage improvements.
 - Building/structure setbacks from front, side, and rear property lines.
 - Buildings and property lines within 50' of the proposed site.
 - Easements, including utility, drainage, access, open space.
 - Landscape areas with location, type, and size of proposed plant material and existing vegetation to remain.
- ☐ **Building Elevations – two (2 full size) copies** drawn to an engineering scale (e.g. 1" = 20') showing the following:

- Elevation drawings for each side of proposed structures.
- Height of each building from average existing grade.
- Projections, upper floor setbacks, balconies, overhangs, windows, building entrances, roofs, and similar architectural features (as specified in 20.92).
- ☐ **Parking Management, Pedestrian and Vehicular Circulation Plan – two (2 full size) copies** drawn to an engineering scale (e.g. 1" = 20') showing the following:
 - Alleys, access lanes, parking areas, and curb cuts. Indicate direction(s) of travel.
 - Number, angle and size of parking stalls.
 - Service and emergency access driveways and loading area.
 - Walkways, public gathering places, and open spaces.
 - Responses to criteria for parking reduction.
- ☐ **Exterior Lighting Plan and Signage – two (2 full sets) copies** drawn to an engineering scale (e.g. 1" = 20') showing the following:
 - Building exterior and parking area lighting.
 - Pole and mounting heights for all proposed fixtures.
 - All exterior sign locations, sizes and types.

Submittal Fee: \$155.75 (\$155.75 hourly rate, 1 hour minimum).

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.

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